

**COURSE APPROVAL FORM – PUBLISHED LEGAL WRITING
CLE FORM 4**

**APPLICATION FOR CONTINUING LEGAL
EDUCATION CREDIT FOR
PUBLISHED LEGAL WRITING**

**SUPREME COURT OF WISCONSIN
BOARD OF BAR EXAMINERS**
110 E. Main St., Suite 715
P.O. BOX 2748
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NOTICE OF DECISION

(To be completed by the Board of Bar Examiners.)

The following action has been taken on this application:

- ☐ APPROVED for _____ CLE hours. Please attach a copy of this approval to the CLE Form 1 you file for the 20____-____ reporting period.
- ☐ DENIED, pursuant to _____.

BBE Staff _____ Date _____

- PRINT OR TYPE THIS APPLICATION
- ONE APPLICATION IS REQUIRED FOR EACH AUTHOR
- SEE REVERSE FOR APPLICABLE RULES

1. Author's Name _____
2. The legal citation for this published legal writing is: _____

It is a ☐ book
☐ supplement or pocket part
☐ article in a publication included in the Index to Legal Periodicals

[Citations include the information that would be included in a legal bibliographic reference. For books, citations must include title, publisher and publication date. For articles, citations must include periodical name, article title, volume number, publication date, and page.]

3. Number of clock hours spent directly in preparation _____ 4. Date of publication _____
5. Distributed to at least 500 lawyers? Yes _____ No _____ 6. Cost if commercially available \$ _____
7. Subject matter _____
8. Submit a copy of the publication with this application. **NOTE:** Your publication will be returned if you provide a postpaid envelope. In cases of joint authorship, only one copy of the publication will be required; however, a CLE Form 4 must be submitted by each author requesting CLE credit.
9. This form must be submitted by the author of the published legal writing. The form may be duplicated as needed; however, the Board only accepts its pre-printed forms or copies of its pre-printed CLE forms, it will not accept replicas of forms that are reproduced by scanning or re-keying.

Signature _____ Phone Number (____) _____

Address _____ Author's WI Admission Date _____

Attorney No. _____

Date _____

- 10. A COPY OF THIS FORM WILL BE RETURNED TO YOU, WITH A DETERMINATION OF CLE CREDITS NOTED IN THE BOX ABOVE. IN ORDER TO CLAIM THIS CREDIT, YOU MUST RETURN THIS FORM TO BBE WITH YOUR CLE FORM 1 MANDATORY REPORTING.**

WISCONSIN MANDATORY CONTINUING LEGAL EDUCATION (CLE) REQUIREMENT

PUBLISHED LEGAL WRITING

Credit for published legal writing for use toward the Wisconsin mandatory CLE Requirement may be granted pursuant to Wisconsin Supreme Court Rule 31.07(3)* and the following rules adopted by the Board of Bar Examiners:

CLE 7.06(1)

A published legal writing is defined as material that satisfies all of the following criteria:

- (a) It is in printed form as a book, a supplement or a pocket part to a book, or an article in a publication that is included in the Index to Legal Periodicals. For the purposes of this definition, systems manuals that are developed and offered for sale are deemed to be books;
- (b) It is commercially available or distributed to at least 500 lawyers; and
- (c) It satisfies the criteria set forth in SCR 31.07(2)(a) and (b) in that its objective is to increase the reader's professional competence as a lawyer, and in that its content must deal primarily with matters related to the practice of law, professional responsibility or ethical obligations of lawyers.

CLE 7.06(2)

Published legal writings specifically exclude the following:

- (a) Compilations of materials written by others;
- (b) Contributions to newsletters;
- (c) Written materials that are developed and distributed at continuing legal education activities in accordance with SCR 31.07(2)(e).

CLE 7.07

In order to request approval for a published legal writing, a written request for approval designated CLE Form 4 and a copy of the published legal writing must be submitted by its author to the Board.

CLE 7.08

A lawyer may claim his or her actual preparation time up to a maximum of 15 hours for any approved published legal writing.

CLE 7.09

A lawyer may not claim in excess of 15 hours for all approved published legal writings in any one reporting period.

CLE 7.10

The only reporting period in which hours for an approved published legal writing may be claimed is that in which the writing was published.

*SCR 31.07(3) states: "The board may approve published legal writings for use toward the continuing legal education requirement under rules it may adopt."

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